

**CITY OF BRYAN  
JOB DESCRIPTION – 2501**

**Working title:** CITY PLANNER (Director of Planning & Development Services)

**Career Ladder:** BUS PROF W/MGMT   **Level:** 453

**Department:** PLANNING & DEVELOPMENT SERVICES

**SUMMARY AND PRIMARY FUNCTION**

With the overall guidance from Executive Management, directs activities to achieve the goals and objectives of the Planning and Development Services Department. Operates within the financial parameters/budgetary guidelines established, obtaining higher level approvals for any exceptions. Interprets and administers approved departmental and City-wide operations and human resources policies and procedures. Performs in accordance with cultural norms and with a deep understanding of the overall mission of the City.

**PRIMARY DUTIES**

Plans, organizes and directs the City's planning and zoning programs.  
Provides professional and technical advice and support to Municipal Boards and Commissions regarding the overall growth and development of the City.  
Response for interpreting and crafting/amending planning and zoning ordinances.  
Provides developers a point of contact or liaison.  
Related duties as required.

**EDUCATION AND EXPERIENCE**

An undergraduate degree in Planning or related area of specialization, plus a minimum of 10 years directly related experience, including prior management responsibility, or MA/MS in appropriate specialized field of study plus at least 8 years directly related experience.  
Certified planner through the American Institute of Certified Planners (AICP).

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of urban planning, zoning and community development including the ability to provide responsible supervision and management for a broad program of local planning based upon community needs and fiscal responsibilities.  
Understanding of local government finance and budget practices.  
Understanding of practices and principles of customer service, systems development, continued improvement, one-stop-shop concept, and staff development.  
Ability to invent new solutions for situations that are fairly uniform and vary widely in character and in importance; familiar with emerging planning and development trends.  
Ability to maintain good working relationships with other City staff and vendors, contractors, and the general public while serving as spokesperson for City policy.  
Ability to select, motivate and develop personnel to perform their duties in a safe, efficient and purposeful manner.  
Ability to provide Management with sound advice and information concerning the incumbent's area of responsibility.  
Ability to develop positive working relationships with the community and other planning division clients.  
Ability to effectively communicate, written and orally, to diverse groups.

**SPECIAL REQUIREMENTS AND LICENSES**

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

**EQUIPMENT**

Telephone, computer, automobile, and fax.  
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.